



**IBEW Canada in Conjunction with Local 2067 are proud to
Announce the Availability of 145 Prepaid Online Training
Courses for You our Members and your Friends and Families**

We are proud to announce that we have prepaid for courses covering subjects from Improving Your Listening Skills to Time Management to Back Safety to All About the Internet. A number of these courses are authored in French. The course will be available to you and your friends and families 24 hours a day, 7 days a week until May 15, 2010. That means that you have over 2 years to take and retake any or all of the courses. Be sure to take advantage of as many courses as possible, we are certain that you and all of your friends and family members will find a number of courses that will address both your needs and interests.

Hundreds of other courses will also be available to you for discounted prices that we have negotiated for on your behalf. These include courses that are offered Online, on CD and in Book form to accommodate all learning styles. A number of these courses are available in French.

To start your learning experience go to: <http://vubiz.com/chaccess/IBEW2/>

Every time that you sign on, you will need to enter:

The **IBEW Password** which is: IBEW2

Your **Membership Card Number**: That is the number on your IBEW Membership Card for example 123456 or 123456AA or AB123456.

The **First time** that you sign on, you will need to enter a little extra information so that we can set you up.

Membership Card Number (confirmation): This is to confirm the information that you keyed above.

First Name: So that we can identify you properly in the system when you return.

Last Name: So that we can identify you properly in the system when you return.

We hope that you enjoy the training and make the most of it. The value of the Prepaid courses if bought individually would cost over \$3,000.00 and be available for only 12 months. We are proud to be able to make this opportunity available to you, our members and your friends and families.



IBEW Member & Friends and Family Course List

Course Title

Achieving Personal Goals
All About Access
All About Excel
All About Introduction to PCs
All About Outlook
All About PowerPoint
All About the Internet
All About Windows XP
All About Word
Applying Leadership Basics
Back Safety
Balancing Work and Family
Basic E-Commerce Security
Basics of Effective Communication
Basics of Effective Selling
Becoming an Effective Team Member
Bloodborne Pathogens for Employees
Building Strong Customer Relations
Building Web Site Traffic
Business Writing: Letters and E-Mails
Business Writing: Being Effective
Business Writing: Preparation
Business Writing: Reports and Proposals
Closing the Sale
Communicating as a Team
Communicating at Work
Communicating Cross Culturally
Communicating Interpersonally
Communicating Negative Messages
Communicating Non Verbally
Communicating Persuasively
Communicating Proactively
Communicating Reactively
Conducting Performance Reviews
Conflict Intervention
Conflict Management
Creating a Strong Leadership Team
Creating an Effective Sales Team
Customer Support & Personalization

Customers and the Internet
Dealing with Difficult Customers
Dealing with Violence in the Workplace
Delegating
Developing a Strategic Plan
Developing Brand You
Developing Diverse Teams
Developing Your Career Path
Driving Safety
Electrical Hazards
Electrical Hazards - **French**
Employee Ethics
Enhancing Your Speaking Skills
Ethics for Supervisors/Managers
Fall Prevention and Fall Arrest
Fall Prevention and Fall Arrest - **French**
Financial Basics for Non-financial Managers
Fire Prevention and Safety
First Aid
Goal Commitments and Challenges
Goal Contracting
Goal Setting: An Overview
Improve Your Listening Skills
Improving Customer Loyalty
Individual Leadership Power
Individual Productivity Enhancement
Intercultural Business Etiquette
Internet Basics
Interviewing Job Candidates
Interviewing Skills for Job Candidates
John Bulloch on Small Business - A Lone Wolf is a Dead Wolf
John Bulloch on Small Business - A Lone Wolf is a Dead Wolf - **French**
John Bulloch on Small Business - Entrepreneurs Are Made Not Born
John Bulloch on Small Business - Entrepreneurs Are Made Not Born - **French**
John Bulloch on Small Business - It's All About People
John Bulloch on Small Business - It's All About People - **French**
John Bulloch on Small Business - New Ventures - Getting It Right
John Bulloch on Small Business - New Ventures - Getting It Right - **French**
John Bulloch on Small Business - Opportunities, Opportunities
John Bulloch on Small Business - Opportunities, Opportunities - **French**
Ladder Safety

Ladder Safety - **French**
Leadership for the Future
Leading Effective Meetings
Leading Effective Teams
Litigation and Dispute Resolution
Lockout/Tagout 1: Electrical Sources of Energy
Lockout/Tagout 1: Electrical Sources of Energy - **French**
Lockout/Tagout: Other Sources of Energy
Lockout/Tagout: Other Sources of Energy - **French**
Managing a Virtual Office
Managing Anger at Work
Managing Change
Managing Priorities
Managing Projects
Managing Stress
Managing Your Career Path
Mastering Cold Calls
Meeting Effectiveness
Mentoring for Improved Performance
Motivating Employees
Negotiating for the Professional
Networking Your Career Path
Office Safety
Office Safety - **French**
Overview of 360 Degree Feedback
Performance Appraisal Basics
Personal Protective Equipment
Personal Protective Equipment - **French**
Personalizing Your Goals
Presentation Skills
Preventing Sexual Harassment for Employees
Preventing Sexual Harassment for Leaders
Preventing Workplace Violence
Problem Solving and Decision Making
Problem Solving in the Workplace
Problem Solving The 5 Steps
Project Management: Getting Ready
Project Management: Goals and Stakeholders
Project Management: The Basics
Providing Effective Feedback
Qualifying Sales Prospects

Quality Management Refresher
Recognizing and Avoiding Burnout
Recognizing and Managing Anger
Recognizing Employee Performance
Setting Performance Goals and Expectations
Sexual Harassment Series
Skills for Interviewing
Slips, Trips and Falls
Slips, Trips and Falls - ***French***
Solving Problems as a Team
Strategies for Meeting Goals
Succeeding as a Supervisor
Telephone Sales Skills
Telephone Techniques
The Basic Internet Marketing Model
The Internet & the Digital World
Time Management
Time Management for Employees
Understanding and Using Contracts
Value Diversity
WHMIS – Workplace Hazardous Materials Information System
WHMIS – Workplace Hazardous Materials Information System - ***French***
Work Process Basics
Workplace and Personal Skills Certificate